

RECREATION AID
NF-0189-02

FITNESS & SPORTS
MORALE, WELFARE
& RECREATION

RECREATION AIDE (GYM)
NF-0189-01

INTRODUCTION:

This position is located in the Quality of Life Department, MWR Division, Fitness & Sports Branch, Naval Air Station, Lemoore, CA. The purpose of this position is to issue and receive recreation equipment, uniforms, and athletic gear; to promote physical fitness and lead exercise sessions.

DUTIES AND RESPONSIBILITIES:

Assists in development of exercise sessions and carries out recurring group activities such as demonstration and monitoring aerobics, aqua-robics, flexibility, weight training and calisthenics.

Issues and receives recreation equipment, athletic gear, and uniforms to authorized patrons. Inspects for discrepancies and returns to storage area. Ensures equipment and facility are properly used with emphasis on physical safety of patrons and safeguarding of property.

Cleans and sanitizes all common areas of gymnasium and fitness center. May operate washer and dryer to keep shoes, towels, etc., clean and dry.

Operates a cash register. Keeps running inventory of items sold. Collects money, fills out over-ring/under-ring slips, and assumes responsibility and accountability for cash receipts. Maintains own change fund and drops receipts daily. Prepares Daily Activity Reports (DARS) to account for deposit of daily sales. Controls cash transactions in accordance with cash handling regulations, safeguarding against cash overages and shortages.

May participate in special events. Performs other related duties as assigned.

KNOWLEDGE REQUIRED:

1 year experience in leading exercise classes. Knowledge of athletic gear, equipment, and uses.

Ability to get along well with others.

High School education or equivalent.

SUPERVISORY CONTROLS:

Incumbent works under the general supervision of the Athletic Director who defines the scope of the job and provides necessary training. All work will be performed within the guidelines of existing station instructions and regulations from higher authority.

GUIDELINES:

Guidelines consist of numerous standing oral instructions and written procedural guides which are applicable in differing work situations.

The incumbent works strictly according to the guidelines. Deviations are referred to the supervisor for decision.

COMPLEXITY:

Assignments are clear cut or repetitive. There is little choice in determining what needs to be done.

SCOPE AND EFFECT:

The purpose of the work is to provide an expeditious flow of gear and equipment to authorized patrons.

Work products or services affect the effectiveness of the recreation program and the acceptance of services at the installation.

PERSONAL CONTACTS:

Contacts are with employees in the immediate work unit and/or related support units. Contacts are also with the general public in highly structured situations where the purpose of the contacts and the questions are clear.

PURPOSE OF CONTACTS:

The purpose of the contacts is to obtain or exchange information regarding performance of functions in the immediate work unit and to provide information to personnel in serviced units regarding gear and equipment issue operations.

PHYSICAL DEMANDS:

The work is primarily performed indoors. Duties require occasional periods of standing, walking, bending, or carrying of heavy objects of 50 pounds or less. Utilization of muscle groups to lead exercise sessions, and demonstrate use of equipment.

WORK ENVIRONMENT:

Work areas and athletic areas are adequately lighted, heated and ventilated.

Some outdoor activity required with exposure to changing climate including 100 temperatures and wind.